



Joint Training and Apprenticeship Committee

Refrigeration Workers Local 787 – O.R.A.C. Training Fund

419 Deerhurst Drive, Brampton, ON L6T 5K3

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Instruction for completing Apprentice Status Form

As an apprentice with the JTAC in the 313A Commercial or Residential 313D HVACR industry you are responsible for submitting your hours to the JTAC for advancement to the next payrate using the Apprentice Status Report Form.

The Apprentice Status form shall be completed each week including the date and hours worked. The maximum hours that will be recorded towards your apprenticeship by the JTAC is 8 hours per day, maximum 40 hours per week. The earliest an apprentice can transition to the next payrate change is 45 weeks assuming 8 hours per day.

Example

Name John Doe

Telephone # 416-123-4567

Present Employer ABC HVAC

Hours Per Period 1800

Hours Worked Record

Week Ending	Column 1	Office Use	Total From Column 1	Column 2	Office Use	Total From Column 2	Column 3	
	Hours							
Month Day Year			Month Day Year			Month Day Year		
01/ 05/23	24							
01/12/23	40							
01/19/23	47							
01/26/23	39							
02/02/23	41							

Submit your completed Apprentice Status Form to the JTAC when you are within 80 hours of completing your 1800 hours (Ex 1800 hrs. – 80 hrs. = 1720 hrs. submitted to JTAC.

The effective date of your status change to your next level will be based upon the date the JTAC receives your Status Form. The apprenticeship hours are not affected by the date your status form is submitted, only the rate scale is affected.

Example

Submitting your Status Form with 2000 hrs. will impact the rate change date and 200 hrs would be moved into your next level based on 1800 hrs. per level.

Contact the JTAC with any questions or concerns.